

**UNITED STATES PROBATION OFFICE
SOUTHERN DISTRICT OF WEST VIRGINIA**

EMPLOYMENT OPPORTUNITY

Position: Probation Clerk
Type of Appointment: Full-time; permanent
Location: Huntington, WV
Announcement Number: 13-PO-03
Starting Salary: CL 23/01 – CL 23/25 (\$31,009 - \$38,790 per year)
Commensurate with qualifications
Promotion Potential: Up to CL-25 without further competition
Opening Date: October 19, 2012
Closing Date: Open until filled. Applications received by November 2, 2012 will receive first consideration.

Representative Duties:

- Answers and screens telephone calls and visitors. Answers routine questions, and directs visitors/callers to the appropriate person or department.
- Inform offenders/defendants reporting for supervision or investigation on procedures for completing appropriate forms and authorizations. Advise offenders/defendants reporting for the first time regarding officer assignment and basic initial procedures.
- Prepare petitions, orders, letters, memoranda, appointment notices, and other correspondence, including typing, keyboarding, formatting, proofreading, and generating documents from templates, notes, and dictation. Format, type and edit reports developed by officers, often within a short time period. Reports include presentence, pretrial services, violations, and preliminary interview reports for the court.
- Gather case statistics and provide information to data quality analysts, per office policy.
- Create new investigative files at the direction of probation officers and maintain files up-to-date and in accordance with established office policies and procedures.
- Electronically submit appropriate documents to the Bureau of Prisons and Sentencing Commission, at the direction of probation officers.
- Assist with conducting online criminal record checks through local or national law enforcement systems.
- Perform other related duties as required.

Required Qualifications:

- High school graduate or the equivalent.
- Two years of general experience. General experience includes progressively responsible clerical, office, or other work which indicates the possession of or the ability to acquire the particular knowledge and skills needed to perform the duties of the position.
- Knowledge and skill in use of computers, software applications, data entry, email and report generation.
- Skill in referring/routing telephone calls, filing, and spelling, grammar, and proofreading.
- Ability to interact and communicate effectively with individuals of diverse backgrounds.

Court-Preferred Skills:

- Knowledge of Microsoft Word.
- An associate's or bachelor's degree.
- Knowledge of the criminal justice system and/or legal environment, particularly as it relates to the Federal Probation system.

Employee Benefits:

This position is covered by the Court Personnel System and is entitled to benefits that include participation in the Federal Employees' Retirement System, Social Security, Thrift Savings Plan (retirement savings plan with employer match), a choice of a health benefits plan from among several options, federal vision and dental insurance programs, life insurance, a flexible benefit program (pre-tax contributions for health insurance premiums, health care and dependent care expenses), annual and sick leave programs, a long term disability plan, a long term care program, periodic salary increases, and 10 paid holidays per year.

Information for Applicants:

The United States Probation Office is part of the Judicial Branch of the United States government. An applicant must be a U.S. citizen or eligible to work in the United States. Judiciary employees serve under excepted appointments (not civil service) and are "at will" employees. This position is subject to mandatory electronic funds transfer (direct deposit) for payment of net pay. Employees are required to adhere to a Code of Conduct for Judiciary Employees which is available to applicants to review upon request. Selected candidate is subject to and must pass a background check/investigation as a condition of employment.

Application Process:

Submit cover letter, resume, and salary history to the mailing or email address below. To receive first consideration, application materials must be postmarked by the close of business **November 2, 2012**. Applicants selected for interviews must travel at their own expense, and relocation expenses will not be reimbursed.

Korin Parsons, Human Resources Specialist
Attention: Vacancy Announcement 13-PO-03
P.O. Box 2546
Charleston, WV 25329-2546
Email: Korin_Parsons@wvsc.uscourts.gov

AN EQUAL OPPORTUNITY EMPLOYER